

1st4sport Application Assessment

Submission Checklist

Please confirm that the applicant has:	✓
Fully completed this Endorsement Application Form.	
Enclosed a cheque or Purchase Order for the non-returnable Initial Endorsement Assessment Fee (£350 + VAT).	
Provided copies of existing materials in support of the Application Form which demonstrate how the educational solution meets the endorsement criteria.	

Details of the solution	Supporting evidence	Assessment outcome
Outline description:		
Solution (brand) name:		
Description of the target market:		
Benefits to the target market:		
Prior experience of attendees:		
1st4sport Qualifications that it aspires to support:		
Any existing endorsements/recognition of the solution:		

Endorsement criteria	Supporting evidence
1 Please describe how the solution is fit-for-purpose; providing current knowledge that adds value to, and is directly relevant to people who have completed, or aspire to complete, specified 1st4sport qualifications, or suites of qualifications.	<ul style="list-style-type: none"> • letters/testimonies to show support • research to validate unique selling point • research to identify target market and needs • information on how the solution creates a benefit and meets target needs
2 Please describe the knowledge and learning outcomes that the solution aspires to provide.	<ul style="list-style-type: none"> • solution components and/or materials • detailed structure and content • information on how these meet the purpose of the solution
3 Please supply examples of marketing and promotional material, or links to websites describing the solution.	<ul style="list-style-type: none"> • marketing strategy/tools/methods • copies of flyers, emails/HTML, web links, social media, etc.
4 Please describe how the solution is delivered, what the geographic boundaries/aspirations are and how you are able to respond to changing/increased demand.	<ul style="list-style-type: none"> • delivery timescales/methods/tools and techniques • size of target group(s) • geographical location(s) • resources/venue(s)/equipment/facilities (quality, size, sufficiency) • process to respond to increasing need or changes in users needs
5 Please describe how the solution is certificated (where required) and provide a sample certificate.	<ul style="list-style-type: none"> • valid copy of sample certificate • certification standards/requirements and procedure
6 Please describe who has developed the solution, their qualifications and current relevant industry experience.	<ul style="list-style-type: none"> • valid copies of current CVs
7 Please describe who will be delivering the solution, their qualifications and current relevant industry experience.	<ul style="list-style-type: none"> • valid copies of professional references/statuses • valid copies of qualification certificates/award certificates
8 Please describe the quality assurance, and continuous improvement processes applicable to the solution and where appropriate, the delivery workforce.	<ul style="list-style-type: none"> • process for the review and identification of areas for improvement/action plan • CPD tools
9 Please describe how you seek feedback, and evaluate its outcomes.	<ul style="list-style-type: none"> • evaluation process and tools • feedback form, surveys, enquiries
10 Please describe how the solution promotes equality and industry best-practice.	<ul style="list-style-type: none"> • valid copy of the Equality policy and its effective implementation • relevant recognition of quality scheme/award/certification (where applicable) • benchmarking activities/comparison with best practice in the industry
11 Confirm that the solution is not subject to any intellectual property (IP) conflicts, or potential conflicts with existing 1st4sport partners' products	<ul style="list-style-type: none"> • declaration of conflicts • links to any 1st4sport/partner products

Evaluation and Assessment																							
The solution attributes	Unable to demonstrate					Limited ability to demonstrate					Able to demonstrate					Fully able to demonstrate					Recognised as Global Role Model		
1. fit-for-purpose																							
2. target market, knowledge and learning outcomes																							
3. marketing and promotional material																							
4. solution delivery (how/where/demand)																							
5. solution certification (sample if required)																							
6. solution development (who)																							
7. solution delivery (who)																							
8. quality assurance & continuous improvement																							
9. learner feedback and evaluation																							
10. equality and industry best-practice																							
11. IP/1st4sport partners' products conflicts																							
Scale	0%					25%					50%					75%					100%		
Overall Score		0	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	